Secy. H-87—100,000—31.

Revenue (1928.) Department

SERIES.

G.O. No. 2728

Dated 17. 1. 1928.

[Despatch Abstract.]

Public Servants - Commercial Taxes Department - Deputy Commercial Tax Officers and Assistant Commercial Tax Officers - Personal file Maintenance - Orders passed.

Back Papers.

G.O.	No.	Department.	Date.	G.O.	No.	Department.	Date.
MS	1811	Rev	~~Rev~~ 9-8-41				
"	2259		12-9-48				

Further Papers.

G.O.	No.	Department.	Date.	G.O.	No.	Department.	Date.
MS	1638	Rev	28-6-04				

GOVERNMENT OF MADRAS.
Abstract.

Public Servants - Commercial Taxes Department - Deputy Commercial Tax Officers and Assistant Commercial Tax Officers - Personal files - Maintenance - Orders passed.

REVENUE DEPARTMENT

G.O. Ms. No. 2728. Dated the 17th November 1948.

Read:-

G.O. Ms. No. 1811, Revenue, dated 9.8.1941
G.O. Ms. No. 1037, Revenue, dated 1.5.1947
From the Board of Revenue, Ref. No. U.6325/48-2(C) dated 15.10.1948.

Order:-

In supersession of all the previous orders on the subject the Government direct that the following procedure be adopted in respect of the maintenance of personal files of Deputy and Assistant Commercial Tax Officers in the Commercial Tax Department.

Personal files of Deputy Commercial Tax Officers:-

(i) The Commercial Tax Officers should be the reporting officers and ~~the~~ they should report every half-year in respect of all probationers and annually in respect of all approved probationers and full members.

(ii) The Commercial Tax Officers should maintain office copies of all the reports and they should be transferred to the Commercial Tax Officer concerned as and when the Deputy Commercial Tax Officer is transferred from one district to another.

(iii) While proceeding on leave or on transfer the Commercial Tax Officer should leave his remarks for incorporation in the next half-yearly or annual report as the case may be.

(iv) The Deputy Commissioner of Commercial Taxes should be the custodian of the personal files of the Deputy Commercial Tax Officers and he should maintain them up-to-date and incorporate his remarks also as and when he inspects the work of the Deputy Commercial Tax Officers.

Personal files of Assistant Commercial Tax Officers.

(i) The Commercial Tax Officer should maintain the personal files of all Assistant Commercial Tax Officers in his jurisdiction and should record his remarks every half year in respect of all probationers and annually in respect of all approved probationers and full members.

(ii) He should also record his remarks in the personal files when he leaves the district on leave or on transfer.

(iii) The Deputy Commissioners of Commercial Taxes should report on the Assistant Commercial Tax Officers as and when they inspect their work and the Commercial Tax Officer should incorporate those reports in the personal files of the officers concerned.

3. The Board of Revenue is requested to issue necessary instructions to the Deputy Commissioners of Commercial Taxes and the

Commercial Tax Officers.

(By Order of His Excellency the Governor).

V.K. Rao,
Deputy Secretary to Govt.

To

The Board of Revenue (Commercial Taxes).

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/True copy

R. Thiagarajan 19.1.54
Office Assistant,
Madras Record Office.

6.1 6/1/53